



DIRECTOR, PHILANTHROPY (PERMANENT FULL TIME)

Location:

London. In-office expectations.

Travel within Elgin and Middlesex Counties is required.

Work Hours:

Monday - Friday, 8:30 a.m. – 4:30 p.m.

Schedule is flexible to reflect meetings outside of regular business hours.

About United Way Elgin Middlesex

United Way's mission is to improve lives and build community by engaging individuals and mobilizing collective action. The most important thing United Way can do for our community is to use our reputation, relationships and expertise to bring together our community's resources of people, time, talent, relationships, expertise, technology, money and more. By channeling our community's power behind solid strategies, we can achieve lasting changes in the social conditions of individuals, families and our community.

The Opportunity

We are seeking a Director, Philanthropy to provide strategic leadership and oversight for the continued development and implementation of a multifaceted fundraising program that builds strong relationships with donors and workplaces.

Reporting to the President and CEO, the Director, Philanthropy will execute a strategic fundraising plan to grow giving through our primary fundraising channels, consisting of Workplace Campaigns, Leadership Gifts, Major Gifts, Transformational Gifts and Planned Giving. As a member of the senior management team, the individual will work with peers with respect to organizational planning, product development, and communication and marketing strategies to maximize donations, loyalty and long-term relationships with donors, stakeholders and community members.

Compensation Structure

United Way is committed to providing competitive compensation to employees. When determining the wage, we consider the market, candidate experience, as well as internal equity. We also offer...

- Three weeks paid vacation time to start
- Flexible working arrangements
- Paid winter shut-down between Christmas and New Years
- Paid sick / personal days
- Summer office hours
- Extended health benefits & RRSP with employer match
- Employee Assistance Program

Primary Responsibilities

Strategic and Operational Direction

- Develop and implement annual work plans
- Assist the CEO and Board of Directors in developing policies and practices that demonstrate good governance and stewardship of donor dollars
- Oversee the creation and administration of systems, tools, and processes to expand revenue
- Utilize data to recommend new or enhanced strategies increase donor recruitment, retention, engagement and revenue

Annual Campaign

- Develop objectives and tactics to realize Campaign goal
- Lead and work with the Campaign Chair and Cabinet to identify prospects
- Integrate Leadership and Major Giving strategies into the Campaign plan
- Lead mid and year end campaign reviews and analysis sessions

Individual Giving

- Work with Major Gift staff on the development and implementation of a long-term plan and strategy for planned giving
- Collaborate with the Director, Community Impact to execute and evaluate long-term strategies that will build and expand donor growth



United Way
Elgin Middlesex

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Application Deadline:

Monday, November 18, 4:30 p.m.

To apply:

Please email your cover letter and resume to Lisa Simmons, Executive Assistant and Human Resources Officer
e. lsimmons@unitedwayem.ca

United Way will consider non-traditional work experience such as volunteering when examining the skills and knowledge needed for this position.

United Way is committed to diversity and encourages applications from people who are Indigenous, racialized, 2SLGBTQ+, women, persons with disabilities, and other overlooked and underestimated groups.

As an equal opportunity employer, United Way is committed to accessibility and to protecting the human rights of its employees. In support of this aim, United Way Elgin Middlesex has an accommodation process in place to provide accommodations to employees with disabilities or when otherwise required under human rights laws.

Primary Responsibilities

Donor relationship management

- Develop and manage a full spectrum of cultivation, retention, and recognition strategies
- Monitor and manage gifts, identifying and recognizing opportunities to advance relationships
- Ensure appropriate plans and tools are available to adequately support donors
- Identify business development opportunities and new markets

Financial and Staff Management

- Develop and manage department budget
- Assist the Special Events Coordinator with the identification, solicitation, and stewardship of sponsorship opportunities
- Recruit, manage, and coach the philanthropy team; establish performance and development plans
- Provide management coverage to other teams when their leader is unavailable

Organizational management and leadership

- Collaborate with management peers on the creation and implementation of strategic and operation plans; evaluate policies and solve day-to-day challenges
- Provide counsel regarding philanthropy and revenue generation
- Represent United Way at functions as needed
- Collaboratively lead the implementation of the organization's Reconciliation and Equity Plan by actively participating in learning opportunities and implementing anti-oppressive, and anti-racist learnings into action internally and externally
- Perform other duties as needed to ensure the safe and effective operations of the organization

Our Ideal Candidate Will Possess

- University degree, college diploma or equivalent in a related field; or commensurate education and experience
- CFRE designation an asset
- 5+ years of relevant fundraising and senior management experience
- Proven success in meeting and exceeding fundraising goals
- Knowledge of group processes, voluntarism, community needs, corporate structures, business trends and labour organizations
- Superior skills in working multiple stakeholders and building strong relationships
- Strong record of successfully working with volunteers and volunteer management
- Knowledge of board governance and experience working with a board of directors is an asset
- Demonstrated ability to lead by setting clear direction and translating strategies into focused results oriented goals
- Excellent interpersonal skills and facilitation skills, high degree of tact, maturity and sensitivity to individuals
- Current clear Police Records Check and acceptable credit score
- Proficiency in MS Office Suite and customer relationship management databases
- Valid Ontario driver's license and access to a vehicle with a minimum of \$1,000,000 insurance coverage